

## Entering Read to Achieve Scores

Use the following steps to enter test scores for a student record.

**Navigation:** Start Page > Select student > Academics > Test Results

1. Select a student.
2. Click **Test Results** under the **Academics** section.

The screenshot shows the PowerSchool interface. On the left, the 'Academics' section is expanded, and 'Test Results' is highlighted with a red box and an arrow. The main area displays the 'Bell Schedule View' for a student, showing a table of activities for Monday through Friday. The table has columns for each day and rows for different time slots. The activities listed are 'Actvty Period/Homeroom' and 'Second Grade Social Studies'.

	Monday 06/02/2014	Tuesday 06/03/2014	Wednesday 06/04/2014	Thursday 06/05/2014	Friday 06/06/2014
08:00 AM	Actvty Period/Homeroom	Actvty Period/Homeroom	Actvty Period/Homeroom	Actvty Period/Homeroom	Actvty Period/Homeroom
07:45 AM - 07:50 AM					
07:56 AM - 08:56 AM	Second Grade Social Studies	Second Grade Social Studies	Second Grade Social Studies	Second Grade Social Studies	Second Grade Social Studies

3. Select **Read to Achieve** from the **Enter New Test** drop-down menu and click **Submit**.
4. Complete the following data entry fields then click **Submit**:
  - a. Enter the **Date** the test was taken.
  - b. Select the **Term** in which the date falls.
  - c. Enter the **Grade Level** of the student when the test was taken.
  - d. Enter the **Test School Name** where the test was taken.
  - e. Enter the **Test School Number** where the test was taken.
  - f. Select **Exemption Code** if there is one.
  - g. Select **Yes** or **No** from the dropdown for **Test Passed**.

## Entering Read to Achieve Scores

Test	Read to Achieve
Date	6/16/2014 (MM/DD/YYYY)
Term	
Grade Level	3
Test School Name	
Test School Number	
Exemption Code	Select Exemption Code
Form Type	Select Form Type Code
Show on Transcript	No
Test Passed	No
Accommodations (Hold the CTRL key to select multiple items)	(N/A)Test Adm/Computer Reads(in Eng) (Not Applicable)Other Adaptations to NCDPI-provided Manipulati Assistive Technology Devices Braille Edition Braille Writer/Slate and Stylus (Braille Computer Reads Test Aloud Cranmer Abacus Dictation to a Scribe Interpreter/Transliterator Signs/Cues
<div>Submit</div>	

5. Populate the test **Score** fields with a **Y** or **N** (as needed for each test type) and click the **Submit** button.

Score Name/Type	Score
RTA_3rd_Grade_Reading_Scale	
<div>Submit</div>	

This document is the property of the NC DPI and may not be copied in whole or in part without the express written permission of the NC DPI.